

**OFFICE OF THE CALIFORNIA ATTORNEY GENERAL
CD DISTRIBUTION PROGRAM
Instructions for Public Libraries**

This office has worked to make this process as simple as possible for you. Please read both sides of these instructions carefully to be sure that your library district receives its music CDs.

Make-up of the CD Collections

The CDs your library district will receive cover a broad variety of genres that, for distribution purposes, have been grouped into three broad categories. Each district will receive a mix of CDs from all genres in roughly the following proportions:

- 20% - Classical, jazz, blues, roots and other historic music styles,
- 73% - Rock, rap, country, R&B, hip-hop and other current popular music, and
- 7% - Ethnic, children's, holiday and other specialty categories.

This office understands that different institutions serve different populations, and we sought to accommodate those differences without taking too much from one group for the benefit of another. The actual list of titles for each recipient will vary, but the allocation process was set up to ensure that each recipient will receive a variety of CDs drawn from the full range of genres and titles.* Unfortunately, because of the size of the distribution and the number of recipients in California, the California Attorney General's Office cannot accept individual requests for the inclusion or exclusion of particular CDs.

* Note: A small percentage (less than 0.5 %) of the CDs contain Parental Advisory Warnings. The distribution of these CDs will be reserved to the public libraries, colleges and universities who serve adult populations.

Acceptable Uses of the CDs

As the Attorney General's letter stated, the CDs are to be used to "further music related purposes or programs reasonably targeted to benefit a substantial number of persons who purchased music products," and they "cannot supplant existing or reasonably anticipated funding." "Furthering music related purposes or programs" can include many things. For example, you could use them in music programs, lend them out to the public, or make them available to staff and volunteers for a variety of activities.

This office trusts that each recipient will find many wonderful and creative ways to provide California's consumers with access to the CDs that are in accordance with the instructions of the court, as described above, and has put no further restrictions on their use. It is up to each organization to determine how best to share the CDs among their various programs.

What To Do if a Particular CD Is Not Usable

This office hopes that your libraries will find all of the CDs useful in one or more of your programs. If, after receiving your allotment however, you determine that there are specific CDs that your libraries cannot use, you can donate the CDs to another public library in your area. Please note that the CDs you will receive have been set aside specifically for this program, and cannot be returned or exchanged at a retail store. (If after reviewing this information, you determine that you are not in a position to accept any CDs at all, please follow the instructions on the other side of this page.)

The distribution process involves the following steps:

1. **Initial Notification Letter:** Your library should have received a Letter from the Attorney General, along with this Recipient Information Sheet. If you lose these instructions, you can download or print copies from the Attorney General's web site (address below).
2. **You Confirm Your Participation & Contact Information:** Please follow the instructions below. The Deadline to Reply By is: MARCH 31, 2004.
3. **We Finalize the Lists:** Once we finalize the list, the CDs will be allocated to each recipient.
4. **We Have the CDs Shipped:** When the CDs are ready to distribute, we will post that information on the Web site so that you will know that the CDs are coming. Each participant will have their collection of music CDs delivered to them by our claims administrator via United Parcel Service.
5. **You Put the CDs to Use:** Once you receive the CDs, you are free to begin using them in your programs. There will be no follow-up reporting or additional paperwork.

You Must Confirm Your Participation and Contact Information

In order for your library district to receive the CDs, you must confirm your participation in the distribution. Please e-mail the California State Library per the instructions below at: tandersen@library.ca.gov. (Be sure to include your district's name and your phone number.)

If your library district has **chosen to participate** in the distribution, **and** the information on the card is:

- A. CORRECT, indicate that it is correct and that you wish to participate.
- B. INCORRECT, provide the correct information and indicate that you wish to participate. Please specifically check the following three items to ensure the CDs are shipped to the correct place:
 - The person listed is the correct **contact person**,
 - The **phone number** listed is the proper number for UPS deliveries,
 - The **shipping address** listed is the one to which you would like the CDs delivered.

If your district has **chosen not to participate**, please send an e-mail indicating that you do not want to participate.

Further Information Available

You can find further information, and updates on the status of the CD shipments on the California Attorney General's web site: www.ag.ca.gov/musiccds.

If you still have specific concerns or questions, you may submit them via e-mail at the web site listed below and staff will assist you. To submit a question to my staff: from the main page of the Web site, click on Instructions. At the bottom of the page you will see a link titled "Questions or Comments."